



University of Dayton
School of Law

2022 Virtual Externship Fair Format & Policies

The School of Law's 2022 Annual Externship Fair will be held virtually on Friday, February 11, 2022, from 11:30 AM to 2:00 PM. Lawyers and judges who are open to hosting a law student for an unpaid externship in the 2022-23 academic year including Summer 2022, Fall 2022 and Spring 2023 semesters, are invited to attend the Fair to meet eligible students for short informational interviews. The interviews will be conducted via video conference through Zoom.

The interview schedule will be made up of eight 15-minute interview sessions between the hours of 11:30 AM – 2:00 PM. Students will be provided with a list of offices registered for the Fair with office profiles created from the description you provided when registering for the Fair. Students will have until Thursday, Feb. 10 to sign up for a short one-on-one video interview with you.

The morning of the Fair, you will receive an interview schedule with the names of the students who have signed up for an interview session with you. Students will be asked to email you their resume directly. Each scheduled session will be accompanied by a Zoom link created by the student with their school Zoom account. At the session time, click on the link provided to conduct your video interview.

Fair Policies

The Externship Fair is solely for informational interviewing - not for making and accepting offers of externship positions. Field offices may ask students to provide resumes and other job-related documents (e.g. a writing sample) and/or schedule follow-up interviews after the Fair. Participants in the Fair must abide by the following policies:

- Field offices may not make externship offers to any student until the Monday immediately following the Fair.
- All externship offers must remain open for at least seven (7) days from the date of the offer. Students may respond to offers sooner than that if they have made a decision about the offer and are encouraged to respond as promptly as possible.
- Field offices must use valid, job-related criteria when evaluating candidates for an externship position. They must also treat law students with respect and dignity and in compliance with the University's nondiscrimination policy during every phase of the externship.
- Field offices must refrain from any activity that may adversely affect the ability of candidates to make an independent and considered decision about accepting an externship offer.